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|  | **MUHAMMED**  [**MUHAMMED.333118@2freemail.com**](mailto:MUHAMMED.333118@2freemail.com) |



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|  | Objectives  To work with dedication, and contribute positively to the growth and success of the organization and thereby prove to be an asset to the organization.  **Professional skills**   * Handling Accounts * Cash Flow preparation & Analysis * Corporate Accounting & Bookkeeping * Accounts Payable / Accounts Receivable Processes & Management * Invoices/Expense Reports/Payment Transactions * ERP & Financial System Technologies * Preparation of monthly MIS Statements * Customer handling and clientele services     Professional Experience    **Total 2.5 years of work experience in the Finance and Accounts field.**  **1**.Worked as **Finance and Accounting** **Associate** at **Xerox Business Services India Private Limited**, Cochin, Kerala from May 2015 to September 2016.  Xerox is a fortune 500 company which is one of the leading business processes outsourcing companies in the world. Xerox is a service provider of **General Motors (GM).**  Designation : Finance and Accounting Associate  Department : GM PO Support  Platform : SAP ECC6.0, ODM, GPS, DACOR and MS Office  Client : General Motors.  **Duties and responsibilities**   * Working with a team of professionals who provides Finance and Accounting support to one of the US Based Clients (General Motors). * To provide vendor account invoices and ensure timely payments. * Authorize payment to the vendor with the buyer confirmation. * Preparing of Direct Expense reports and financial statements to the management. * Internal Audit observation, accuracy testing and reporting. * Preparing vendor ageing report to identify the reasons for payment not released. * Bank Reconciliation of Supplier accounts with invoice amounts. * Maintaining and updating multiple accounts with different suppliers. * Work allocation and co-ordination of invoice processing team. * Monitoring and managing of processing queue in ODM. * Mail handling and resolving the pending payment issues.   **2.** Worked as **Accounts Assistant**, at **ALKOR Ads and Event Management Private Limited,** Cochin from July 2012 to August 2013.  **Duties and responsibilities**   * Preparing financial statements (P&L, Balance sheet, etc.) * Complies with federal, state, and local financial legal requirements by studying existing and new legislation and advising management on needed actions. * Preparing quotations for clients and supporting them to create purchase order * Inform clients about the progress of the work in a daily manner. * Handling client issues effectively and efficiently until resolved. * Follow-up with clients for on time payments * Reconciling finance accounts and direct debits.   Education   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Qualification** | **College/ School** | **University/ Board** | **Percentage of Marks** | **Year of Passing** | | **MBA**  **( Finance and Marketing)** | Happy Valley Business School, Coimbatore | Anna University | 72% | 2015 | | **BBA** | Lakshmi Narayana College, Ottapalam | Calicut University | 61% | 2012 | | **HSC** | G.H.S.School, Cherpulassery | Kerala State Board | 60% | 2009 | | **S.S.L.C** | T.R.K.H.S.School, Vaniyamkulam | Kerala State Board | 70% | 2007 |   Academic Projects   * Done project report on the topic “To assess the market potential and acceptability of brand extension of Fastrack” * Summer Internship entitled at STAR Plastics Private Limited, Thrissur for a Period of one month starting from 23-06-2014 to 25-07-2014. * Project work on the topic of “Financial Performance Analysis” at P.K Industries, Wadakkanchery, Thrissur during the year 2011-2012 * Placement training report on the topic of “Organizational Study” at Kakkanat Ayurveda Asramam, Shoranur, Kerala during the year 2011.   Awards and Achievements   * Actively participated and put extra efforts in the successful completion of PO Support - GMNA Transition from Jamaica, for Xerox Business Services India PVT Ltd * Active participant in the team who won the best team performer award (Eagle squad ) for the year 2015, General Motors India. * Active participant in the team who won the best team performer award (Eagle squad ) for the year 2016, General Motors North America.   Computer Knowledge   * Proficient with MS Office, Visual Basic and Photoshop. * SAP (Version R/3, ECC6) * Tally ERP and SPSS   Extracurricular Activities   * Conducted a market potential survey on behalf of PropbrowserInc, with an objective to assess the feasibility of a Shopping Mall at Walayar. * Coordinated an event " Micro Tech Genius Hunt" at Ottapalam.   **Personal Vitae**  Date of Birth : 16-10-1991  Nationality : Indian  Languages known : Fluent in English, Hindi and Malayalam  Visa status : Visit  **Declaration**  I hereby declare that the above furnished information is true, correct and complete to the best of my knowledge and belief. |